



City of Greensboro North Carolina

Date: January 22, 2004

From: Jimmy Person

RE: Helpful Hints

Here are some helpful hints to help you in the Planning Department review process. Please feel free to give me a call if you have any questions. 336.412.5739. Also, all forms, permits, etc. are available on Planning's home page:

<http://www.greensboro-nc.gov/planning>

1. Submit 14 sets of drawings to Planning. These sets should have the Planning Department cover sheet filled out and attached to each set, one copy of the Review Application and the review fee. Any plans lacking key information or cover sheets will be returned without being processed.
2. In order to speed up the process and prevent confusion please do not just leave sets in the reception area, deliver plans to Ricky Hurley for check-in (336.373.2423).
3. We accept plans for review Monday through Friday, 8:00 am to 5:00 pm, however any plans submitted after 3:00 pm will be started for review the next business day.
4. Site plan status questions should be addressed to Ricky Hurley, building permit questions to Kay Altizer in Building Inspections at 336.373.2598. Or for both you may check the plan review tracking system online.
5. The Development Ordinance is on our City web page at: <http://www.greensboro-nc.gov/planning>, you can also find the coversheet and application on this page. This is a great resource!
6. The plan tracking system can give you the status of your plan, many of the comments, and contacts for the various review points. <http://www.greensboro-nc.gov/PlanReview>
7. Your plan is not finished being reviewed until you get a phone call from Planning directing you to come pick up the master set of comments. There are some comments that won't appear online. Please do not resubmit without picking up the master.
8. Having a designated contact person we should contact and who should be contacting us helps tremendously. Please try to limit the number of phone calls about a plan or a review. This will improve turnaround time and cut down on the frustration for everyone involved.
9. If you know the plans are not complete or you are going to have a revision, wait to submit the plan. For every revision, even minor, you are costing yourself at least five working days. For every omission of important info or more involved revision you're adding 14 calendar days. Submitting plans just to have them submitted does not save you time.
10. We have a very popular sketch plan system in place. Please call Jimmy Person at least two weeks before you anticipate meeting to set up an appointment and get information on submitting the drawings.

11. If you're dealing with a lot that was recently created but hasn't been platted, check to be sure that an illegal subdivision didn't occur. If one did, there are probably many issues to be resolved, which could involve delays and unanticipated expenses.
12. If your development involves a required owners' association, have your attorney submit the draft declaration, by-laws and articles of incorporation to Steve Galanti at about the time construction and utility plans are being submitted. Please do not wait until the final plat has been drawn up.
13. If you're doing a site plan on a lot that is **proposed**, as opposed to one that has already been platted, be sure the subdivision preliminary plat gets submitted in advance of or along with that site plan. Ideally, the same engineering firm would do both. If the "subdivider's engineer" draws up the preliminary plat and the "buyer's engineer" draws up the site plan, the "buyer's engineer" will have to wait and adjust his plan to be consistent with what the "subdivider's engineer" draws. Submitting them both at the same time in the same set saves time for the developer/owner.
14. On a **non**residential development, if you think it will only involve parcels for lease but that it might involve one or more lots for sale, draw up the plan as a for-sale subdivision, either of the conventional or of the IMUD variety. Evidently more businesses and/or lenders prefer land ownership, because we are seeing a number of developments first presented as for lease and then in mid-stream switched to a for sale proposal. That means the development must be re-reviewed in light of different water and sewer requirements. That of course means a delay. In some cases, replacement of water or sewer lines already in the ground could be required. A development proposed as a for-sale development can easily be operated on a for lease basis. Not only that, but if you plat, say, a five-lot subdivision today, lease the lots for 10 years, and then decide you want to sell one or more, you're already set up to do that.
15. All staff has email capabilities, in many cases an emailed question can receive a faster response than a voice mail. All City of Greensboro email addresses are: firstname.lastname@greensboro-nc.gov
16. We encourage you to use the online Plan Tracking System and welcome feedback on your experiences.